



Supervising Real Estate Officer

Exam Code: 3PBAH

Department: Department of General Services

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Supervising Real Estate Officer – \$8,759.00 - \$9,945.00 per month.

[View the Supervising Real Estate Officer classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **nine (9)** months.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the "Taking the Exam" section.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Supervising Real Estate Officer

Either I

Two years of experience in the California state service performing the duties of a class comparable in level of responsibility to a Senior Real Estate Officer (Specialist) or (Supervisory).

Or II

Three years of experience performing the duties of a Staff Real Estate Officer. (Persons within six months of having the qualifying experience in the California state service may compete in the examination; however, the required experience must be completed before they can be considered eligible for appointment.)

Or III

Experience: Five years of experience in a real property acquisition or development function or in a large facilities management function involving difficult and complex appraisal, acquisition, lease negotiation activities, portfolio management, facility planning, or asset management of real property, two years of which must have been in a full supervisory or administrative capacity. [Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class comparable in level of responsibility to a Senior Real Estate Officer (Specialist) or (Supervisory)] **and**

Education: Equivalent to graduation from college with major work in Business Administration, Real Estate, Marketing, Urban Development, Economics, or a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

Supervising Real Estate Officer

This is the second supervisory level. Under general direction, incumbent directs and manages the activities of a staff including three to five Senior Real Estate Officers (Specialist) or (Supervisory) engaged in a statewide and service-wide program of real estate acquisition and development, including the appraisal, acquisition, asset enhancement of real property, regional portfolio management, facility planning, and the leasing and management of commercial or warehouse space; assists the Chief in the development and implementation of overall department and statewide policy; formulates goals, policies, methods of operation, and resource needs and application to carry out

program responsibilities; advises department management on laws, rules, regulations, and the most complex technical aspects of real property acquisition and development programs; appears before the Public Works Board, Victims Compensation and Government Claims Board, Legislative Committees, and interested private groups to explain, interpret, and defend the State's real estate policies and programs; develops and recommends positions on proposed legislation which may affect the assigned area of program responsibility; works closely with the Attorney General's Office on settlement of condemnation cases; and performs negotiations with the authority to commit funds up to \$250K per month.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Factors involved in appraising property.
2. Principles, methods, and techniques used in the acquisition or disposition of real property and in negotiating commercial leases.
3. Legal procedures and documents involved in real property transactions.
4. Real property law concerned with acquisition, eminent domain, leasing, and sale of real property.
5. Rural and urban property values and the effect of economic trends upon value, price, and construction cost of improvements.
6. Portfolio management.
7. Due diligence.
8. Negotiation for and asset enhancement of leased commercial space.
9. Facility planning.
10. Asset enhancement of real property.
11. Common methods of legally describing real property.
12. Principles, practices, and trends of public and business administration, including management analysis, planning, and program evaluation.

13. Formal and informal aspects of the legislative process, budget process, and the administration and Department's goals and policies.
14. Principles and practices of real estate asset management such as real estate acquisition, development, leasing, sales, planning (long-range and tactical), including the concept of real estate evaluation and building operational costs, cost/benefit analysis and economics.
15. Factors and considerations in appraising real property and real property rights.
16. Development and asset enhancement of real property EDP systems.
17. Legal descriptions, procedures, and documents involved in real property transactions.
18. Principles, methods, and techniques used in the acquisition, disposition, or leasing of real property.
19. Financial analysis principles and concepts as it relates to real estate asset management such as real estate acquisition, development, leasing, sales, and planning.
20. Rural and urban property values and their effect on economic trends upon value, price, and construction cost of improvements.
21. Computer software (i.e., databases, spreadsheets, project management software, Outlook, etc.).
22. Negotiation techniques and strategies.
23. Project management concepts and principles.
24. Leadership skills, techniques, and methods.
25. Principles, practices, and techniques of program management to direct and oversee real estate programs.
26. Supervisory principles, practices, and techniques to plan, oversee, and direct the work activities of subordinate employees.
27. Training methods and techniques used to provide training to staff.
28. Appropriate corrective actions and progressive disciplinary techniques.
29. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to:

1. Understand and apply the laws, policies, rules, and regulations relating to the appraisal, acquisition, and leasing of real property for public use purposes.
2. Negotiate effectively.
3. Appraise real property accurately.
4. Read and interpret maps, plans, and data relating to property locations.
5. Write clear and concise reports.
6. Analyze situations and data accurately and adopt an effective course of action.

7. Establish and maintain cooperative relations with those contacted in the course of the work.
8. Communicate effectively.
9. Effectively lead and direct the work of other Real Estate Officers.
10. Interpret and apply laws, rules, regulations, and policies as related to real estate asset management such as real estate acquisition, appraisal, development, leasing, sales, and planning.
11. Analyze situations accurately, make recommendations, and/or take effective action as it relates to real estate asset management such as real estate acquisition, appraisal, development, leasing, sales, and planning.
12. Establish and maintain cooperative relations with departmental employees, personnel from other State agencies, staff from Federal and/or local agencies, stakeholders, vendors, consultants, and/or the public regarding technical and program matters.
13. Effectively negotiate and apply methods, techniques, and strategies used in the negotiation of leases, acquisition, disposition, and management of real property.
14. Interpret complex data used to legally describe real property.
15. Perform accurate financial analysis and evaluation as it applies to real estate appraisal, management, acquisition, development, leasing, and sales.
16. Prepare technical reports, documents, memoranda, and materials relating to a variety of real property transactions.
17. Take action and/or make commitments in a variety of situations.
18. Coordinate several competing projects or activities.
19. Operate computer software (i.e., databases, spreadsheets, project management software, Outlook, etc.).
20. Represent the department and the division and make effective public presentations to large audiences.
21. Perform and understand mathematical functions and processes sufficient to analyze real estate value, finance and economic trends, and specific real estate deal points for acquisition, sale, or leasing of real property.
22. Work effectively in a matrix team environment.
23. Interpret and apply State and/or Departmental policies and regulations as they relate to personnel management practices.
24. Give clear, accurate instructions and directions related to work assignments and performance expectations to staff.
25. Plan for efficient use of personnel and resources.
26. Monitor work of subordinate employees.
27. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Supervising Real Estate Officer** classification will be established for:

Department of General Services

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans' status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

EXAMINATION INFORMATION

[Preview of the Supervising Real Estate Officer Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

[Take the Supervising Real Estate Officer examination](#)

TESTING DEPARTMENTS

Department of General Services

CONTACT INFORMATION

If you have any **administrative** questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

[California Department of General Services](#)

Office of Human Resources – Examination Unit
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Phone: (916) 376-5400
Email: Exams@dgs.ca.gov

If you have any **technical** questions concerning this examination bulletin, please contact:

California Department of Human Resources
CalCareer Service Center
1810 16th Street
Sacramento, CA 95814
Phone: (866) 844-8671
Email: CalCareer@CalHR.CA.GOV

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The Department of General Services reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.